

0.2 CONSULTANT SELECTION

The following information is extracted from the "Selection Proposal and Bidding Manual " (DPW 10M). It is an overview of the process for the various types of DPW Selections Proposals and Bidding.

1.0 General Requirements

1.1 Overview

The State of Connecticut Department of Public Works (DPW) has developed the selection, proposals, and bidding procedures in this Manual to aid DPW and the public in understanding how contracts are awarded on an impartial, equitable, and rational basis. The procedures are intended to insure the integrity of all selection and bidding procedures and to define the duties and responsibilities of the various participants. In some instances, the procedures may be stricter than the legislation requires. Deliberate manipulation of contracts to avoid compliance or deviation from these procedures is not allowed.

1.2 Selection, Proposals, And Bidding Procedures

Within the various project delivery systems are several different types of Selection Procedures that can be utilized for soliciting and evaluating Consultant Qualifications, Proposals, and Bids for procurement of services and construction of the projects.

The following are the Selection, and Bidding Procedures available for use for the award of all DPW Consultant Service Contracts, Design-Build Contracts, and Construction Contracts:

1.2.1 Architectural and Engineering (A&E) Consultant Services Selection – CGS §4b-55 through 4b-61:

Architectural and Engineering (A&E) Consultant Services Selection:

- This Selection procedure is a Two (2) step Qualifications Based Selection. Step 1 is to Shortlist qualified Consultants, and Step 2 is the Selection the Consultant with highest qualifications for the Project.
- This Selection procedure **must** be utilized to select and contract for Architectural and Engineering Consultant Services for projects for any state program requiring consultant services if the cost of such services is estimated to **exceed** Three Hundred Thousand dollars (\$300,000).
- This Selection procedure **may** be utilized to select and contract for Architectural and Engineering Consultant Services for projects for any state program requiring consultant services if the cost of such services is estimated to **not to exceed** Three Hundred Thousand dollars (\$300,000).

1.2.2 On-Call Consultant Service Selection and On-Call Contract Task Assignments - CGS § 4b-51, 4b-56, and 4b-57:

On-Call (OC) Consultant Services Contract Selection and On-Call (OC) Contract Task Assignments:

- This Selection procedure is a Two (2) Step Qualifications Based Selection. Step 1 is to Shortlist qualified Consultants, and Step 2 is the Selection of Consultants with highest qualifications for the Consultant Services Contract.
- This Selection procedure is used to select and contract with Consultants to be placed on the DPW On-Call Consultant Services Contract List. According to CGS 4b-55 a project means any state program requiring consultant services if the cost of such services is estimated **not to exceed** Three Hundred Thousand dollars (\$300,000).
- OC Contract Task Assignments are sequentially assigned from the DPW On-Call Consultant Services Contract List. All individual On-Call Tasks Assignments for all Consultant Service Contracts shall **not exceed** Three Hundred Thousand dollars (\$300,000).

1.2.3 Competitive Sealed Proposal For Design-Build (D-B) - CGS § 4b-24(4):

For Competitive Sealed Proposal for D-B Projects:

- Competitive Sealed Proposal for D-B Projects is a two (2) Step Selection Procedure, Step 1 is comprised of a Qualifications Based **D-B Shortlist Screening Procedure** and Step 2 is a **Step 2: D-B Competitive Sealed Proposal Procedure** where a Design-Builder with the “**Best Value**” Proposal is selected to design and build the Facility.
- It is utilized for projects that are designated by the Commissioner to be accomplished on a “**Total Cost Basis**” with a single contract with a Design-Builder which may include such project elements as site acquisition, architectural design, and construction.

1.2.4 Competitive Sealed Proposal For Construction Management-At-Risk (CMR) - Guaranteed Maximum Price (GMP) - CGS § 4b-103:

For Competitive Sealed Proposal For CMR - GMP Projects:

- Utilized for projects where the Commissioner of Public Works enters into a construction manager at-risk project delivery contract for a maximum guaranteed price for the cost of construction.
- Each construction manager at-risk shall invite bids and give notice of opportunities to bid on project elements, by advertising, at least once, in one or more newspapers having general circulation in the state.
- Each bid shall be kept sealed until opened publicly at the time and place as set forth in the notice soliciting such bid.
- The construction manager at-risk shall, after consultation with and approval by the commissioner, award any related contracts for project elements to the responsible qualified contractor submitting the lowest bid in compliance with the bid requirements.

1.2.5 Competitive Sealed Bid For Large Projects (AKA Formal Bid) - CGS §4b-91 Through 4b-95:

For Lowest Responsible And Qualified Bidder Determination:

- Anticipated construction is estimated to cost more than \$500,000.

1.2.6 Competitive Sealed Bid for Small Projects (AKA Informal Bid) - CGS §4b-91 through 4b-95:

For Lowest Responsible And Qualified Bidder Determination:

- Anticipated construction is estimated to cost \$500,000 or less.

1.2.7 Emergency Procurement - CGS §4b-52(c):

For Emergency Projects:

Whenever the Commissioner of Public Works declares that an emergency condition exists at any state facility under the supervision and control of Public Works. The commissioner's declaration shall be based upon the following conditions:

- Exceed \$500,000 then the Governor's written consent is required.
- Less than \$500,000 then a DPW written consent from the DPW Commissioner is required.

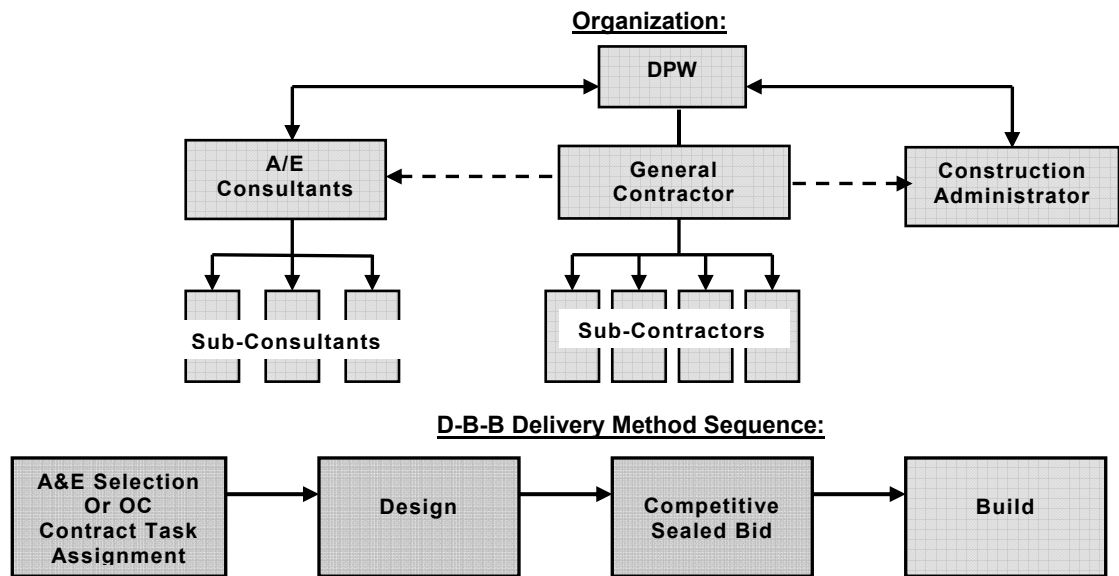
1.3 Project Delivery Methods

The choice of the appropriate “Project Delivery Method” for a Project is of prime importance because it enables DPW to achieve project goals such as innovation, quality, schedule, performance, cost conformance, and sustainability.

The following is a summary of the all the “Project Delivery Methods” available to DPW for the construction of all infrastructure projects.

1.3.1 Design-Bid-Build (D-B-B) Projects Delivery Method:

This is the traditional Project Delivery Method that is utilized to deliver approximately 90% of all DPW projects.



1.3.2 Design-Build (D-B) Project Delivery Method:

This Project Delivery Method is used to deliver less than approximately 5% of DPW projects. It can only be utilized when it meets the following feasibility criteria and the DPW Commissioner designates it a **Total Cost Basis D-B Project**.

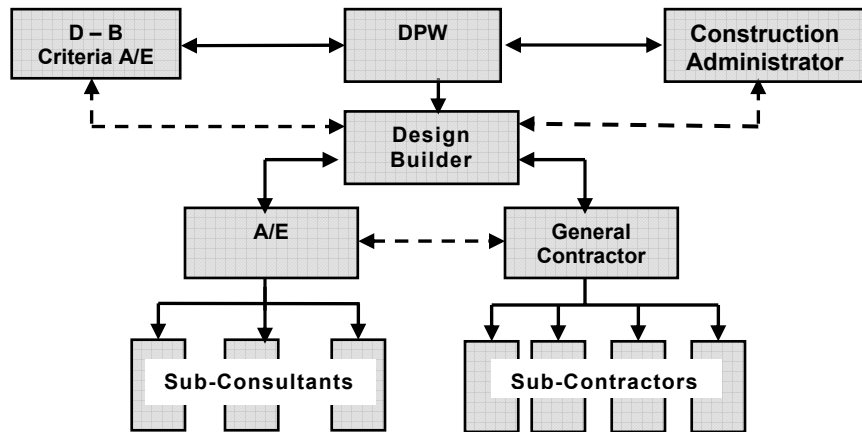
- .1 **D-B Project Delivery Method Feasibility Criteria** The following are the six (6) types of feasibility criteria for a D/B Project:

D-B Project Delivery Method Feasibility Criteria	
1.0	The project has a clearly defined scope, design basis, and performance requirements;
2.0	The project is free from complicated issues such as utility conflicts, right-of-way acquisition, hazardous materials, wetland and environmental concerns, or other such issues;
3.0	The project has room for innovation in the design and construction;
4.0	The project is not an emergency project or a project that has overly tight time constraints;
5.0	The project involves a significant design effort and the potential to save cost and time in the design.

- .2 When the DPW Commissioner designates a project as a **Total Cost Basis Project** then the D-B Project Delivery Method utilizes the following Screening and Selection Procedures.

D-B Project Delivery Method:	
The D-B Project Delivery Method is a Two Stage Procedure:	
Stage 1:	Preparation of the request For Proposal: A Design-Build (D-B) Criteria Architect consulting contract services is selected through the applicable A&E Consultant Services Selection (AKA Formal Consultant Selection), or a OC Contract Task Assignment and a Contract or Task Assignment is awarded to develop a D-B Request for Proposal that meet the goals, scope, and budget of the Project.
Stage 2:	Competitive Sealed Proposal D-B Selection Procedure Design-Build Teams (comprised of a General Contractor and Architects/Engineers Consultants) compete in a Two (2) Step Selection Procedure as follows: Step 1: Qualifications Based D-B Shortlist Screening Procedure: A Qualifications Based Shortlist Screening Procedure is utilized to shortlist prospective Design-Build Teams to be invited to respond to a D-B Request for Proposals. Step 2: Competitive Sealed Proposal D-B Selection Procedure: A Competitive Sealed Proposal D-B Selection Procedure is utilized to select the Design-Builder with the "Best Value" Proposal to design and build the Facility.

Organization:



D-B Delivery Method Sequence:

